



REPUBLIC OF ALBANIA
NATIONAL AUTHORITY FOR ELECTRONIC CERTIFICATION

GUIDANCE NO. 1

**FOR THE DOCUMENTATION OF THE REGISTRATION OF QUALIFIED TRUST
SERVICE PROVIDERS**

In support of Law no. 9880 of 25.2.2008 "On Electronic Signature", as amended, Law no. 107/2015, dated 1.10.2015 "On electronic identification and trusted services" and Decision of the Council of Ministers no. 69, dated 27.1.2016 "On the Approval of the Regulation on Electronic Identification and Trusted Services", the National Authority for electronic certification,

INSTRUCTS:

All natural or legal persons who wish to register to the National Authority for

Electronic Certification (AKCE), in order to benefit the status as a qualified trust service providers, must submit the legal, financial and technical documentation as follows:

Legal documentation includes:

1. A document issued by the Court certifying that the person has not been sentenced by a final decision on any of the offenses provided in the Regulation "On electronic identification and trusted services", part III "Legal, technical, professional and financial conditions" , point 4 "Legal Reliability";
2. Extract with subject data, issued by the National Registration Center for Business Registration, (active status);
3. A document certifying that the subject is not in the process of bankruptcy and its capital is not in the hands of execution and confiscation process (historical extract);
4. A document issued by the Tax Administration certifying that the entity:
 - a) Has met the fiscal obligations;
 - b) has paid all social security obligations.

These criteria (points 1 to 4) must be verified through documents issued no earlier than three months from the date of application.

Financial documentation includes:

1. A deposit or guarantee issued by a bank or unconditional life insurance policy issued by a licensed insurance company and covering this category of service. Financial guarantees must be valid throughout the service provider's activity and in accordance with point 7 of the Regulation "On Electronic Identification and Trusted Services" adopted by the Council of Ministers Decision no. 69 dated 27.1.2016.

The technical documentation includes:

1. Certificate Policy, a document that includes all rules and practices for the reliability of the activity of issuing qualified certificates, electronic signature, electronic identification, electronic seals, electronic transmission system and certificates for authentication of websites.

2. Certificate Practice Statement, a document describing the practices and procedures used to address all the requirements identified in the Certificate Policy.

3. Information Security Policy Document / Security Policy, a document that defines the approach of a qualified service provider to manage its information security.

4. Certificates of manufacturers, devices or cryptographic systems to be used for the provision of trusted services.

5. Contract forms on the terms and conditions of use of qualified certificates, which is linked between the QTSP and the certificate holders.

This instruction enters into force immediately.

Tirana, on 8.2.2016